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| [**Administrative Professionals Committee**](https://www.gvsu.edu/ap)  Professional Development | | | November 8, 2022  Virtual Zoom Meeting at 3:00 PM | | |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld(co-Chair), Natalie Trent & Mackenzie Prins (co-Chair)* | | | | | |
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| **Topic/Issue** | **Discussion/Notes** | | | **Follow-Up/Action Required** | |
| Review tasks/updates from the previous meeting | * Hannah – Recommended the first step would be to piece together things already offered at GVSU and build a badge around that * Diane – Mentoring resources (refer to the email from 10/27/22 for attachments and links) | | | * Could pursue a mentorship program proposal for GVSU from an AP lens? | |
| Discuss survey results | * What is professional development? Help define what it is and how to come up with a plan for oneself (opportunities beyond conferences) * Themes: more opportunities, finances, more time, more information about what is available, leadership, transparency surrounding financial support, tuition reimbursement reciprocity, technical training, career development * We need to voice that there is more to come! | | |  | |
| Other items as deemed necessary | * Build on current website/communication campaign to help make opportunities known: <https://www.gvsu.edu/hro/professional-development-440.htm> * Reach out to AP colleagues: what could you teach? * Newsletter to highlight professional development * Event/Panel: How did you gain professional development? * Roadmap for success for AP staff/career pathways * Talent management (Natalie) has a lot more coming in the upcoming years that will hopefully solve many current concerns | | |  | |
| Tasks for the next meeting | * Hannah – Talk with Dan about newsletter/email 3 times per year * Natalie – PD Panel | | |  | |
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| **Next Meeting(s):** ~~November 8 at 3:00~~, December 13 at 3:00, January 17 at 3:00, February 14th at 3:00, March 14th at 3:00 PM | | | | | |